



Final Project Prep #1: Team Agreement

Prime-Time Defense

Scotty Jokon

Joe Gutmann

Brittany Powell

Nathalie Abdallah

Juan Miguel Cano

Rodolfo Gonzalez

Cooperation Plan:

- **What are the key strengths of each person on the team?**
 - *Juan Cano: Communication, conflict resolution, documentation, research.*
 - *Scotty Jokon: My key strengths are communication, Time Management, -*

- *Brittany Powell: My key strengths are understanding tactics and turning weaknesses into strengths. Forward thinking and understanding the objective. Great conflict resolution using the course of transaction and understanding the adversary.*
 - *Nathalie Abdallah: My key strength: attention to detail and research, easy going*
 - *Joe Gutmann: I am good at public speaking, selling stuff, mobile games, research, and I can type fast.*
 - *Rodolfo Gonzalez: What I lack in practical knowledge I got in determination.*
-
- **How can you best utilize these strengths in the execution of your project?**
 - Scotty Jokon: By communicating with my teammates, Dedicated time for hard work
 - Juan Cano: I like to focus on attention to detail and the cosmetics of the work that is turned in.
 - Brittany Powell: Once I get a grasp of the entire project, it's easier for me to provide an assessment and understand and answer the questions at hand.
 - Nathalie Abdallah: Prac app: figure out how to make things work, and how to make it look good
 - Joe Gutmann: I can speak during presentations, research if anyone gets stuck on stuff, make powerpoint slides, herd cats, and tackle some technical stuff as needed.
 - Rodolfo Gonzalez: When I get a task I will make sure to complete it.

If you are working remotely:

- **When during the day and under what circumstances do you get your best work done? (Morning? Late at night? With other people? Long hours of deep focus?)**
 - Scotty Jokon: Anytime (Regular class hours)
 - Juan Cano: I'm available any time. My most productive time is anytime during regular class time, 0900 Pacific time to 2200hrs, but if necessary, I've been known to stay up until 4 a.m. if the work is demanding.
 - Brittany Powell: Open availability
 - Nathalie Abdallah: Mornings, when the kids leave me alone, and class time (this weekend I will put apart for this project)
 - Joe Gutmann: When my wife and kid are not home... so 0900PST-1500PST
 - Rodolfo Gonzalez: I am a night person but also work all day long.

Take Account of Your Areas for Growth:

Describe at least:

- **In which professional competencies do you each want to develop greater strength?**
 - Juan Cano: My area of growth needed is in code. I have found AI necessary to complete my code assignment and give me a detailed explanation of what I am required to do. I find code fascinating but the most challenging.
 - Brittany Powell: My technical competency. -BP

- -Nathalie Abdallah: Technical Competency: I want to keep learning how to do all this cyber stuff
- Joe Gutmann: I need to get better at technical aspects, apparently including learning how not to break my VM software. JG
- Rodolfo Gonzalez: Communications
- Scotty Jokon: Growth Mindset, Communication
- **What will be your group's process to resolve conflict, when it arises?**
 - Establish a structured conflict resolution process that involves open communication, active listening, and collaboration. Encourage parties to express concerns and work together to find mutually acceptable solutions.
- What will your team do if one person is taking over the project and not letting the other members contribute?
 - Address the issue through team discussions, emphasizing the importance of equal participation. If necessary, involve a neutral mediator to facilitate the discussion.
- How will you approach each other and the challenges of the project knowing that it is impossible for all members to be at the exact same place in understanding and skill level?
 - Emphasize the value of diversity in skills and perspectives within the team. Foster a culture of learning and mentorship, encouraging members to share knowledge and support each other's growth.
- How will you raise concerns to members who are not adequately contributing?
 - Address the issue privately, focusing on specific behaviors rather than personal attacks. Clearly communicate expectations, provide constructive feedback, and offer support to help the individual contribute effectively. If needed, involve a team leader or facilitator.
- How and when will you escalate the conflict if your resolution attempts are unsuccessful?
 - Define clear escalation procedures, such as involving a team leader, mediator, or higher authority, when internal resolution attempts fail. Establish a timeline for escalation based on the severity and persistence of the conflict.

Step 5: Create a Cooperation and Scheduling Plan

Before beginning to tackle the project, determine how your group will communicate and work together. This is not an individual effort. Make sure everyone feels comfortable with the identified methods of speaking up.

- What hours will you be available to communicate?
 - Team members will be available for communication during standard working hours, from 9AM to 5PM, Monday to Friday. Individual schedules may vary, but core collaboration hours will be established for real-time communication.

- What platform will you use to communicate (i.e., Slack, Discord ...)
 - Communication will occur on Slack for real-time messaging and collaboration. We will use Slack for formal communication and project updates as well.
- How long are you allowed to work before taking a break?
 - A standard work-break schedule of 60 minutes of focused work, followed by a 20 10-20 minute break, will be encouraged. This insure productivity preventing burnout.
- How will you know if you are falling behind?
 - Regular progress check-in and milestone tracking will help identify if we are falling behind. Check up every 2 hours on REMO where each Team Member is at and working on.
- What are your team's expectations for communication after hours and on the weekend?
 - While after communication may occur for urgent matters, it will be kept to a minimum to respect work-life balance. Weekend communication is reserved for critical situations, and team members will be notified in advance if such instances arise.
- What is your strategy for ensuring everyone's voice is heard?
 - Regular team meetings will include designated time for open discussion, and everyone will have an opportunity to share their perspectives. Anonymous feedback mechanisms may be implemented to encourage input from all team members.

Git Process

- What components of your project will be recorded in a Google Doc?
 - **Any necessary screenshots will be recorded in Google Doc**
- What components of your project will live on GitHub?
 - **- SOPs, PDFs, VMs, OVAs, etc.**
- How will you structure the GitHub organization and the repos inside of it?
 - **- Most of our structure will be through the README.md file and it will be labeled with whatever files are attached for example for SOPs there will be a header saying that it is an SOP.**
- How will you share the organization and the repositories with your teammates?
 - **- Everyone is an owner on the repository.**
- What is your Git flow? How will you commit your work to GitHub?
 - **- Everyone will leave a commit message stating what they added, changed, or deleted each time something is pushed to github.**
- How will you seek help if you encounter a situation?
 - **- Self troubleshoot -> Google -> ChatGPT -> Teammate -> TA**